

**INDEPENDENT SCHOOL DISTRICT #595
EAST GRAND FORKS, MINNESOTA
July 1, 2026, through June 30, 2027**

Name: Cody Hlavka
Title: Transportation Director
Reports To: Superintendent of Schools

MAJOR PERFORMANCE RESPONSIBILITY: Refer to job description Frontline ID 360

DUTY YEAR AND LEAVES

A. Work Year

The basic work year shall be 240 duty days, from July 1, 2026, to June 30, 2027.

Student contact days: 9.5 hours per day

Non-student contact days: 8 hours per day

B. Holidays

The Transportation Director shall be entitled to the following paid holidays: Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day, New Years' Day, President's Day, Good Friday, Memorial Day, Juneteenth and Independence Day.

C. Sick Leave

The Transportation Director shall receive twelve (12) days of sick leave annually. Sick leave may accumulate to an unlimited amount.

A cash bonus will be awarded on a yearly basis, after five (5) years of continuous employment at 10% of accumulated sick days. The employee shall have the option of requesting that cash bonus or continuing to accumulate sick days. Example: After 5 years, an employee has accumulated 50 sick days. At that time the employee has the option to either collect a cash bonus for the 12 days (at 10%) or add the 12 days to previously accumulated sick days. This will occur yearly based on the previous year's accumulated sick days; therefore, employees may not go back any further than the current year to collect the cash bonus.

Earned Sick and Safe Time (ESST)

The parties acknowledge that the paid sick leave benefits provided under this Agreement meet or exceed the requirements of the Minnesota Earned Sick and Safe Time Act (Minn. Stat. §§ 181.9445–181.9448), as amended.

An employee's accrued paid sick leave under this Agreement shall be available for all purposes authorized by the Minnesota Earned Sick and Safe Time Act. Accordingly, no additional Earned Sick and Safe Time benefits shall accrue or be provided beyond the paid leave benefits established by this Agreement.

The District reserves the right to administer paid sick leave in a manner consistent with applicable law. If the Minnesota Earned Sick and Safe Time Act is amended or interpreted in a manner requiring changes to this provision, the District may implement those changes necessary to maintain compliance with applicable law. To the extent permitted by law, the paid sick leave benefits provided under this Agreement shall be applied toward satisfying the District's obligations under the Act.

D. Emergency Leave

The Transportation Director may be granted paid emergency leave during the contract year at the discretion of the Superintendent.

E. Personal Leave

The Transportation Director shall be entitled to five (5) personal days annually.

HEALTH AND WELFARE

A. Health and Hospitalization

The School District shall contribute up to \$1,042.42 per month, whether single or dependent, in the School district's group health and hospital plan. If the cost of the policy is lower than the above limits, the excess monthly premium shall be placed into the employee's HSA account.

B. Dental Insurance

The School District shall contribute up to \$43.12 per month toward the premium costs, whether single or dependent, in the School District's group dental plan. If the cost of the policy is lower than the above limits, the School District assumes only the total cost of the insurance plan.

C. Term Life Insurance

Term life insurance shall be provided as stipulated in the Teachers' Master Contract.

D. Claims Against the School District

It is understood that the School District's only obligation is to purchase an insurance policy and pay such amount as agreed to herein and no claims shall be made against the School District as a result of denial of insurance benefits by an insurance carrier.

E. Duration of Insurance Contribution

An employee is eligible for School District contributions as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all School District participation and contribution shall cease effective on the last working day.

F. Paid Family and Medical Leave (PFML) Contributions

Effective with the implementation of Minnesota Paid Family and Medical Leave (PFML), the District shall pay 0.44% of the employee's PFML premium contribution, and the employee shall contribute the remaining 0.44% through payroll deduction, for a total premium contribution of 0.88%, or as otherwise established by law.

If the State of Minnesota changes the required PFML premium rate or the allocation of required contributions, the District shall pay the minimum employer contribution required by Minnesota law, and the employee shall contribute the remaining premium amount through payroll deduction, unless otherwise required by law or modified through a subsequent collective bargaining agreement.

TAX SHELTERED ANNUITIES

The Transportation Director will be eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b). The School District will match up to three (3) percent of the Transportation Director's salary up to the maximum allowed by law.

LONG TERM DISABILITY INSURANCE

- A. The selection of the insurance carrier and policy shall be made by the Board of Education.
- B. The school district shall contribute an amount of not more than \$110.85 per year.

CELL PHONE

The Transportation Director will receive \$50 per month (\$600 per year) stipend for cell phone use

SALARY \$68,880 - 240 duty days and 10 paid holidays

Cody Hlavka

Date

INDEPENDENT SCHOOL DISTRICT #595

Lynn Brott, Board Chair

Date

Josh Perkerewicz, Board Clerk

Date